

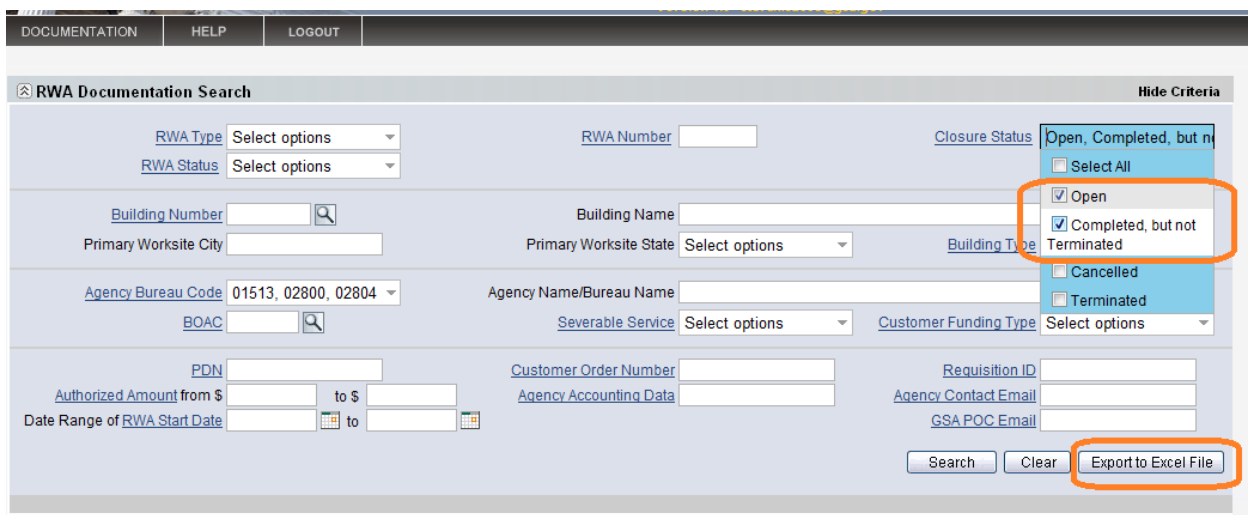
## Identifying BOACs or Account Codes to Register for VCSS

In this Quick Reference Guide you will better understand:

- How to use your existing eRETA access to quickly identify BOACs (aka Account Codes) that you will need to register for access to the Vendor and Customer Self-Service (VCSS) Portal, which houses copies of RWA billing statements starting in July 2013
- That eRETA grants access based on Agency Bureau Code(s), while VCSS grants access based on BOAC(s). A BOAC is a sub-section of an ABC. E.g. 10 BOACs may roll up to the same ABC

### Searching for BOACs (aka Account Codes) in eRETA

- 1) Log into the PBS External Portal and then launch eRETA. For more information on launching eRETA, see steps 1-5 of the “Logging in and Searching for RWAs in eRETA” Quick Reference Guide (QRG) found [here](#).
- 2) Click on the “Documentation” button in the upper left corner to open a search page.
- 3) Under the “Closure Status” pull-down menu select the following options that represent active RWAs: *Open* and *Completed, but not Terminated*.
- 4) Click on the “Export to Excel File” button to drop the search results into Excel (the “Search” button does not need to be hit first as the “Export to Excel File” runs the search and exports the data all in one click).



DOCUMENTATION HELP LOGOUT

RWA Documentation Search

RWA Type Select options RWA Number RWA Status Select options Closure Status Open, Completed, but not Terminated Select All Open Completed, but not Terminated Cancelled Terminated Building Type

Building Number Building Name Primary Worksite City Primary Worksite State Agency Bureau Code 01513, 02800, 02804 Agency Name/Bureau Name BOAC Severable Service Customer Funding Type Select options

PDN Customer Order Number Requisition ID Authorized Amount from \$ to \$ Agency Accounting Data Agency Contact Email Date Range of RWA Start Date GSA POC Email

Search Clear Export to Excel File

eRETA Documentation Search Screen 1

## Identifying BOACs or Account Codes to Register for VCSS

### Identifying unique BOACs in the Export to Excel File

- 1) BOACs are listed in Column D of the Export to Excel File. The following steps will make it easy to use Excel to quickly identify the unique BOACs you need access to in VCSS:
  - a. Delete the first four rows of the Export to Excel File so that the column headers are now in Row 1
  - b. Navigate to the "Data" (label 1), click on the "Filter" button (label 2).
  - c. Click on the pull-down arrow on Column D for "BOAC" (label 3)
  - d. See all the unique BOACs associated with your eRETA account (label 4)
- 2) With this information return back to the VCSS Registration site ([vcss.gsa.gov](http://vcss.gsa.gov)) and use this list of BOACs/Account Codes to register

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button is highlighted with an orange box and labeled '2'. The 'BOAC' dropdown menu is open, showing a list of unique BOACs, with the list box highlighted by an orange box and labeled '4'. The spreadsheet data is visible in the background, showing columns for RWA Number, RWA Status, Agency Bureau Code, BOAC, GSA Regi, Primary Worksite City, Primary Worksite Sta, and Customer Order Number.

1	A	B	C	D	E	F	G	H
	RWA Number	RWA Status	Agency Bureau Code	BOAC	GSA Regi	Primary Worksite City	Primary Worksite Sta	Customer Order Number
2	A0410865	Sub			09	RICHMOND	CA	
3	A0445319	Sub			03	WOODLAWN	MD	W0080700a1
4	A0457019	Sub			03	WOODLAWN	MD	A0457019
5	A0479152	Sub			09	RICHMOND	CA	A0479152
6	A0483957	Sub			11	FALLS CHURCH	VA	A0483957
7	A0498942	Sub			03	WOODLAWN	MD	w0808006
8	A0510668	Per			09	SALINAS	CA	A0510668
9	A0547893	Sub			03	WOODLAWN	MD	
10	A0836135	Sub			03	WOODLAWN	MD	w00804001
11	A0836148	Sub			03	WOODLAWN	MD	w00804001
12	A0838997	Sub			03	WOODLAWN	MD	
13	A0840273	Sub			03	PHILADELPHIA	PA	
14	A0848165	Submitted	02804	283001	09	RICHMOND	CA	A0848165
15	A0858951	Submitted	02800	28399J	03	BALTIMORE	MD	
16	A0858964	Submitted	02800	28399J	03	BALTIMORE	MD	w00804001
17	A0859007	Submitted	02800	28399J	03	WOODLAWN	MD	w0080700a1

eRETA Export to Excel File example 1

## ***Identifying BOACs or Account Codes to Register for VCSS***

For additional questions on **eRETA** the following resources are available:

- If you need a User ID/Password go to [www.gsa.gov/rwa](http://www.gsa.gov/rwa) and click on the eRETA icon.
- If you have a User ID but are experiencing trouble logging in, e-mail [COPBSApp@gsa.gov](mailto:COPBSApp@gsa.gov)
- If you have an RWA project question, contact the regional RWA manager by going to [www.gsa.gov/rwa](http://www.gsa.gov/rwa) for the latest contact list.

For additional questions on **VCSS** the following resources are available:

- Navigate to [vcss.gsa.gov](http://vcss.gsa.gov) and click on the “Contact Us” or “Help” buttons main navigation tab.